

MLA Steering Committee Minutes

February 10th, 2021, 10am

In Attendance: Morgan Miller (President), Carl Olson (Treasurer), Tyler Wolfe (Conference Director), Conni Strittmatter (Secretary), Mary Anne Bowman (Vice President), David Dahl (ALA Councilor), Andrea Berstler (Past President)

I. **Checking In**

- We have received a great deal of support from directors across the state, as well as executive directors from other state organizations.
- Morgan thanks the steering committee for their support thus far. It is comforting to know that this is the group moving things forward in this time.

II. **Communications**

- We should start to think about honoring Margaret and her legacy. There are things happening currently but we want to coordinate ways to engage the membership around this as well.
- Morgan sent out updates via MAPLA earlier in the week and sent out a letter from John Carty. Her family would love to celebrate with MLA in some way in the future.
- They have directed donations to the Carey Library in Maine, which was a very special library to the Carty family.
- Mary Anne Bowman and Laura Boonchaisri have worked on a press release. Morgan is reaching out to Skip Auld in Anne Arundel County Public Library for a contact with the Capital Gazette. Tyler Wolfe will pass along contact information for Erica Palmisano to Morgan Miller to help gather more contact information for press groups to share the press release with.
- David suggests crafting a memorial resolution for Margaret, which would be at the ALA annual conference. David will take the lead on this.
- Andrea will reach out to the library director at the Carey Library to let them know we are directing donations to them. We could also explore getting our press release to their local paper.
- MLA conversations this week will be dedicated to Margaret, sharing stories about her life.
- Annette Haldeman and Morgan have a call coming up to discuss a special edition of the Crab to honor Margaret. The marketing committee could have a role in this as well.
- Mary Anne Bowman, Andrea Berstler, and Morgan Miller will be talking with Michael Dowling to get his guidance and to maintain connections with ALACRO during this time.
- The executive director of the Virginia Library Association has reached out with some pictures of Margaret and offers of help on anything we need. We will also reach out to

the Pennsylvania and New York library association executive directors, who would no doubt be a big help as we move forward with a search for a new executive director.

III. Continuity of Operations

a. Administrative

- Mary Anne Bowman will work closely with Nay Keppler on PDP related questions she may have. David Dahl can also lend a hand as the past PDP Chair.
- Kate Monagan is going into the office once per week.
- Morgan Miller and Margaret Carty had been working on the strategic planning process. She proposes putting that off until we have a new executive director. This will be added to the next steering committee meeting agenda – a vote to extend the current strategic plan further.

b. Human Resources/Financial

- MLA doesn't have its own HR function. Irene Padilla has offered MSL HR support and Cecil County has offered this as well.
- MLA's benefits and payroll have all been administered through Baltimore County Public Library. Morgan Miller has been in contact with them.

c. Conference

- Morgan Miller is in contact with Kate Monagan, as well as Margaret's son, to get the conference binders to make copies of important materials. Morgan will be at the office the last Thursday in February if anyone needs anything from there.
- Most of what is left for conference planning are little details that Tyler Wolfe will be working with Kate to make happen.
- MSL will provide the final zoom channel needed to schedule all the sessions.
- They are working next on scheduling hosts for each session.
- We will need help on marketing the conference. The costs are way down, so registration could come down and it would be okay. But people may be very "zoomed" out, so we want to think of ways to draw people in to register.
- Andrea Berstler will work with Tyler and Kate on final conference details and marketing it moving forward.
- One of the challenges of the conference planning for last year and this year is outsourcing tech. We may want to consider bringing more things under MLA as much as possible. This will be an ongoing conversation as we move forward at MLA in general.

IV. Moving Forward

a. Acting Executive Director

- According to the bylaws, the president of MLA should appoint an acting executive director after consulting with the Steering Committee.
- This person's role would be to support the office staff, help us through the conference, and get us through the next six months into the next fiscal year.
- We should get someone in place by the end of February. It needs to be clear that this person is interim and will not be guaranteed the position if they are interested in it,

though they may go through the application and interview process if they are interested in the position long term.

- This person would need time to devote to being the face of MLA at this time and should have experience in MLA. They should not be trying to make big changes during this time.
- The group discussed potential interim executive directors.
- Carl Olson and Morgan Miller will discuss how pay will work for the acting director. We will likely have them paid via contract rather than moving them onto payroll.

b. Executive Search

- We should try to get this search in place by April.
- We could set a goal of having a new executive director in place by July 1, the new fiscal year.
- Areas of focus for the new director includes the strategic plan and technology.
- As President, Morgan Miller will appoint a selection committee for the new executive director.

c. Timeline

- Acting Director in place by late February
- Search for Executive Director in place by April
- New Executive Director in place by July 1.

V. Next Steering Committee, Next Steps

- Morgan will work on an agenda for the next steering committee meeting.
- Executive Board will be meeting March 17th.
- Mary Anne Bowman will take the minutes at the official February 17th steering committee meeting as Conni Strittmatter cannot attend.
- We will plan to meet again prior to the next Executive Board meeting on March 10th.